

JOHN F. KENNEDY NATIONAL HISTORIC SITE

PUBLIC USE COUNTING AND REPORTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by JOHN F. KENNEDY NATIONAL HISTORIC SITE. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Public Use Statistics Program Center to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

The actual number of visitors entering the site.

Recreation Visitor Hours

The number of recreation visits is multiplied by 0.5 hour (thirty minutes)

Special Use Data

- Line a. The number of tours
- Line b. The number of tour visitors
- Line c. The number of trolleys
- Line d. The number of trolley visitors
- Line e. The number of web site hits
- Line f. The number of research requests
- Line g. The number of touring visitors
- Line h. The number of non-touring visitors
- Line i. The number of school groups
- Line j. The number of school group visitors
- Line k. The number of special event visitors